

## **SERVICE SPECIFICATION # IV (3)**

### **SSBG HOME-DELIVERED MEALS**

#### **I. SERVICE DESCRIPTION**

Homebound Meal Service is a nutrition service that provides nutritionally balanced meals that meet one-third of the daily Recommended Dietary Allowances (RDA), as set by the National Research Council (NRC) for this age group, and the Dietary guidelines for Americans (Published by the Secretaries of the Department of Health and Human Services and USDA). Refer to Menu format and DSAAPD guidelines for exact requirements.

#### **II. SERVICE GOAL**

The program is aimed at promoting better health among the homebound adults through improved nutrition and keeping the individual in his/her own home, rather than in an institution. It also provides minimum social contact to a person who may be otherwise homebound and isolated.

#### **III. SERVICE UNIT**

The unit of service for Home-Delivered Meal Service is one complete meal provided to one eligible participant. A complete meal is one that meets or exceeds one-third of the Recommended Dietary Allowance, as defined by DSAAPD.

#### **IV. SERVICE AREA**

Service will be available Statewide to eligible persons. However, specific providers may serve sub-areas with approval of DSAAPD.

#### **V. LOCATION OF SERVICE DELIVERY**

Service will be available at the home(s) of eligible homebound persons residing in the State of Delaware.

## **VI. INCOME ELIGIBILITY CRITERIA**

Services will be available to physically disabled adults between 18 and 59 years of age who are also:

SSI recipients  
AFDC recipients  
Income eligible

## **VII. CONTRACTORS' RESPONSIBILITIES**

- ◆ Mid-day meals, supplemental meals, and extra emergency meals will be provided as authorized by DSAAPD.
- ◆ Meals may be provided for five or more days.
- ◆ Meals may be hot, cold or frozen.
- ◆ A formal, documentable system for documenting participant feedback regarding meal services must be in place.
- ◆ Preparation, handling and serving of food must be in compliance with state and local health laws and ordinances.
- ◆ Food service staff should be trained in and adhere to the most recent FDA Food Code specifications for food safety, including safe temperature control of foods.
- ◆ Delivery time for foods must not exceed two hours.
- ◆ The project will maintain documentation of authorization in client's folder.
- ◆ Supplemental meals may be adult nutritional products such as Ensure Plus (or other products approved by DSAAPD) or evening and breakfast meals.
- ◆ Modified therapeutic and textured diets must be made available (refer DSAAPD policy on Therapeutic Diets.)

## **VIII. DSAAPD RESPONSIBILITIES**

- ◆ DSAAPD staff will determine eligibility for all the clients and authorize number of mid-day meals, supplemental meals, and other than predetermined number of emergency meals.
- ◆ DSAAPD staff will maintain individual service plans detailing the type, frequency and duration of service. Meal service will start only when the contractor receives the written authorization.
- ◆ DSAAPD staff will reassess clients on an annual basis to determine continued eligibility.
- ◆ DSAAPD staff will ensure that a written diet order from the client's physician will be on record, will be updated annually, and will be sent to the contractor.

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#### **IX. TYPE OF CONTRACT - UNIT COST**

- ◆ Unit costs for mid-day meals, supplemental meals, approved medical foods and emergency meals will be broken out separately in the budget. Bills to DSAAPD will also reflect the separate unit costs.
- ◆ DSAAPD will be billed for all the meals that were not canceled 24 hours in advance.

## Attachment B

### Menu Format and Nutrient Guidelines for Meals (excluding breakfast meals)

#### A. Menu Format

1. **Meat and meat substitutes:**  $\geq 3$  ounces ( $\geq 18$  grams of protein) of edible meat or meat substitute must be included in the meal.
  - Meat substitutes may include cheese, eggs, cottage cheese, peanut butter, cooked beans/lentils and soy products.
  - Protein sources may be combined to meet the three (3) ounce requirement.
  - The use of low-fat and fat-free products is encouraged, in order to control the total fat content of the meal.
  - The use of low-sodium products is also encouraged, in order to control the total sodium content of the meal.
2. **Enriched bread and grain products:** a minimum of one (1) serving must be included in the meal. One (1) serving is defined as one (1) slice of bread or  $\geq 1/2$  cup of pasta, rice or other grain product and is  $\geq 15$  grams of carbohydrate.
  - Bread or grain products can both contribute to this requirement.
  - Rice or pasta may be served as a bread alternative or as an extra menu item, in addition to bread.
  - The use of whole grain foods is encouraged, in order to increase the fiber content of the meal.
3. **Milk or non-dairy substitute:** a minimum of one (1) serving must be included in the meal. One (1) serving is 8 fluid ounces of milk or a non-dairy substitute e.g. soy milk. Non-dairy beverages may be used to accommodate the preferences of clients who do not use dairy products due to ethnic food preferences. The use of non-fat or low-fat products is encouraged, in order to control the total fat content of the meal.

## ATTACHMENT B

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4. **Fruit and /or vegetables:** a minimum of two (2) servings must be included in the meal. A serving is defined as  $\geq$  1/2 cup of fruit or vegetable or  $\geq$  1/2 cup of fruit or vegetable juice.
  - The minimum serving amount for dried fruit is as follows:
    - 6 halves dried apricots
    - 3 dates
    - 3 dried prunes
    - 2 tablespoons raisins
  - Potato is counted as a vegetable.
  - Vitamin A-rich food sources should be served at least three (3) times per week, to maintain a weekly average of 334 RE (1667 IU) Vitamin A.
5. **Fortified margarine or butter:** a minimum of one (1) teaspoon) must be included in the meal.
  - The margarine or butter can be use in preparation of the meal.
  - One (1) teaspoon mayonnaise, cream cheese, or salad dressing may be substituted. The use of low-fat products is recommended
6. **Dessert:** one dessert food must be included with the meal. A minimum serving size of  $\geq$  1/2 cup of pudding, gelatin, fruit or fruit dessert is required.

Other dessert items can be portioned by the agency, considering client preferences and commonly acceptable serving sizes.

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#### B. Nutrient guidelines

All meals qualifying for DSAAPD reimbursement must meet the follow nutrient guidelines, as documented by menu analysis.

Calories	>= 700 calories
Protein	>= 21 grams
Calcium	>= 300 milligrams *
Vitamin C	>= 20 milligrams
Fiber	>= 6 grams
Vitamin A	A weekly average of >= 334 RE (1667 IU) is required for clients documented as receiving five meals a week. For clients receiving only one meal, the requirement is >= 334 RE (1667 IU) per meal.
Fat	~= 30% or total calories **
Cholesterol	~= 100 milligrams **
Sodium	~= 2000 milligrams **

\* The DRI for calcium (adults >= 51 years of age) is 1200 milligrams. However, DSAAPD will adhere to current AOA regulations, referenced to the RDA, until further instructed. Pending revisions from AOA, current recommendations will be provided through mandated nutrition education.

\*\* Occasional meals that exceed these recommendations will be allowed. DSAAPD encourages the provision of healthful meals for all clients, which precludes excessive amounts of fat, cholesterol and sodium.

## **ATTACHMENT C**

### **FOOD STANDARDS**

- A. All foods used shall be in conformance with the State guidelines for menu planning and the following specifications.
- B. The grade minimums recommended for food items are as follows:
  - 1. Meat - Only those meats or meat products which are slaughtered, processed and manufactured in plants participating in the U.S. Department of Agriculture inspection program can be used. Meats and meat products must bear the appropriate inspection seals and be sound, sanitary and free of objectionable odors or signs of deterioration upon delivery. Meats for dry heat cooking shall be of Choice Grade and those for moist heat cooking shall be of Good Grade or better.
  - 2. Poultry and Seafood - When served as whole pieces, poultry and seafood shall be U.S. Grade A.
  - 3. Eggs - U.S. Grade A, all eggs must be free from cracks. Dried, liquid or frozen eggs shall be pasteurized.
  - 4. Meat extenders - Soy protein added to extend meat products shall not extend 15% of net weight of the meat used and shall be used only when acceptable product result.
  - 5. Fresh Fruits and Vegetables - Shall be of good quality (USDA #1) relatively free of bruises and defects.
  - 6. Canned and Frozen Fruits and Vegetables - Grade A used in all menu items, including combination dishes, i.e., gelatins, soufflés.
  - 7. Dairy Products - USDA Grade A Homogenized milk (skim, 1%, or 2%), all fortified with Vitamins A and D shall be offered.
  - 8. Only commercially preserved foods may be used (No home canned foods).
- C. Food, at all times, shall be prepared in a means that would maximize its palatability and appearance and maintain its nutritional value. Appropriate garnishes shall be provided.

## **Attachment C**

### **Food Standards**

- D. Minimum portions (cooked weights or edible portions)
1. Roast meats, boneless chops, steaks, boneless turkey and cutlets - 3 oz.
  2. Bone in chops, breaded meats or seafood - 4 oz.
  3. Chicken with bone - 5 oz.
  4. Chopped steaks, meatloaf - 3 oz.
  5. Eggs - 1 large egg is equivalent to 1 oz. of protein requirement.
  6. Dried beans, peas, lentils - 1/2 cup equal to 1 oz. of protein requirements (must be used in combination with whole grain products, egg, cheese, or meat product).
  7. Soup used as a vegetable must contain a minimum of 4 oz. of vegetables (drained weight).
  8. Gelatin salad used as a fruit and/or vegetable requirement must be enriched with Vitamin C.
  9. Instant mashed potatoes utilized for the vegetable requirements must be enriched with Vitamin C.
  10. All grain products used must be enriched.

NOTE: Combinations of protein foods can be used to serve the 3 oz. requirement.



**ATTACHMENT D**

**MENU APPROVAL FORM  
FOR CONGREGATE AND HOME DELIVERED MEALS  
TITLE III NUTRITION PROGRAM**

Signature of Dietitian\_\_\_\_\_Registration Number\_\_\_\_\_

Print Name\_\_\_\_\_Contact Phone Number\_\_\_\_\_

Address\_\_\_\_\_

Nutrition Project Director\_\_\_\_\_Contact Phone Number\_\_\_\_\_

Address\_\_\_\_\_

1. This menu shall consist minimally of a\_\_\_\_week cycle of regular diet meals and shall be representative of the current six month period. Attach cycle menu, menu as served (if different), weekly nutrient average, daily nutrient analysis.
2. For those participants requiring menu modifications for reasons of health; diabetes, hypertension, heart disease, etc., modified diets can be provided in accordance with established regulations. Modified diet menus must be reviewed and approved by the dietitian. Please indicate those modified diets which are provided: